

Position Name: Head of International Crimes Component/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group	Employment Regime: Seconded	
Ref. Number: UAO 035	Location: Kyiv/Countrywide	Availability: 14 June 2025
Component/Department/Unit: Operations/International Crimes Component	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of the International Crimes Component/Deputy Lead Coordinator of the Atrocity Crimes Advisory Group (ACA) reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the International Crimes Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To fulfil the role of Deputy Lead Coordinator of the Atrocity Crimes Advisory Group;
- To oversee the International Crimes Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To support the development of the local institutions such as the Office of the Prosecutor General, the National Police, the State Bureau of Investigations and the State Security Service in the field of investigation/prosecution of International Crimes through strategic advice and training;
- To oversee and follow up on review of legislation in accordance with International Humanitarian Law (IHL) and International Criminal Law (ICL) and to lead working groups with Ukrainian and international participation on a range of ICL and IHL topics;
- To participate in all coordination mechanisms between the ACA partners and to maintain excellent relationships in this regard;
- To organise, foster and maintain excellent working and diplomatic relations at a senior level between Ukrainian institutions and international organisations and governments;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the International Crimes Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Sound knowledge of international humanitarian law and international criminal law.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Managerial track record, including in change management and programme/project delivery;
- Experience of prosecuting international crimes at the national and/or the international level;
- International experience, particularly in crisis area with multinational or international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the political, cultural and security situation of the Mission's area and other areas within the same geopolitical region;
- Knowledge of Public Administration organisation at managerial level in a relevant service within the Civilian Security Sector of a Member State;
- Ukrainian and/or Russian language skills.